To: «School_Coordinator_Fname» «School_Coordinator_Lname» | «School_Coordinator_Title» | «School_Coordinator_Email»
«School_Name» (SC: «State_School_ID») | Sampled Grade: **«Sampled_Grade»**

CC:
«Ac_Fname» «Ac_Lname» | NAEP Field Representative | «AC_Email»
«SV_Name» | NAEP Field Supervisor
District Testing Coordinator | «District_Test_Director_Fname» «District_Test_Director_Lname» | «District_Test_Director_Email»

Re: MyNAEP Submit Current Roster of Students within five business days from «Date_School_Returns_From_Winter_Break»

Dear «School_Coordinator_Fname» «School_Coordinator_Lname»,

Thank you for logging into MyNAEP and for preparing for your grade «Sampled_Grade» NAEP assessment on **«Scheduled_Assessment_Date»**! I really appreciate your planning ahead for NAEP. To assist schools with Task 7, the Office of Public Instruction has prepared a "State Published Ad Hoc Report" for School Coordinators and/or the NAEP designated Student Data Specialist to obtain a **List of NAEP Students** from the AIM system. For all School Coordinators who successfully complete the NAEP School Coordinator tasks on time, the state will issue 20 renewal units for his/her assessment preparation assistance. Please work to update MyNAEP before your **Preassessment Review Call** with «Ac_Fname» «Ac_Lname» on **«Preassessment_Review_Call_Date»**.

Upon returning from winter break you will have five business days from **«Date_School_Returns_From_Winter_Break»** to submit your **Current Roster of Students**. If you need any assistance with submitting your **Current Roster of Students**, please contact the **NAEP help desk** at 1-800-283-6237 or naephelp@westat.com.

Some tips for success can be found in the "Read More" section of each task. Below are the NAEP Reminders and the expected timelines for these tasks.

Task Number	NAEP Prepare for Assessment Task Reminders	Timeline
Task 3	[Read More] Notify parents/guardians of sampled students. ***Note**: may complete after Submit Current Roster is completed in January.* **Instructional video:** http://bcove.me/ety3js6f.	**Now** – 1 to 2 weeks before **«Scheduled_Assessment_Date»**
Task 4	[Read More] Update the list of sampled students. **Instructional video:** http://bcove.me/uplzj7mu.	**Prior to PRC on: «Preassessment_Review_Call_Date»**
Task 5	[Read More] Students with disabilities (SD) and English language learners (ELL). **Instructional video**: http://bcove.me/yjkihfa7.	**Prior to PRC on: «Preassessment_Review_Call_Date»**
Note: For Task 4, use the **Identify Withdrawn or Ineligible Students** link to identify which students, if any, have withdrawn, are ineligible because they do not attend classes onsite, are foreign exchange students, or who are neither enrolled nor attend the school in the grade to be assessed. For Task 5, the participation status for students who qualify for Montana Alternate Assessment(s) (i.e., NCSC for Math and English Language Arts or the CRT-Alternate for Science) is to be addressed in the **Include SD/ELL Students** section.		

Task Number	NAEP Prepare for Assessment Task Reminders	Timeline
Task 6	[Read More] Manage school and/or teacher questionnaires. ***Note**: may complete after Submit Current Roster is completed in January.* **Instructional video:** http://bcove.me/t42zfup3.	**Prior to PRC on: «Preassessment_Review_Call_Date»**

Task 7	**(See Checklist Below)** Submit a Current Roster of Students. **Instructional video**: http://bcove.me/1ygw51ea	Due within **5** working days from returning from holiday break on: **«Date_School_Returns_From_Winter_Break»**

- ☐ Watch **Submit Current Roster of Students** (5: 02 mins) tutorial.
- ☐ Review the instructions on how to submit the **Current Roster of Students** electronically. Select the hyperlinked words to download instructions, the Excel template, and formatting tips, then select **Continue**.
- ☐ **(Optional)** Designate the person at your school most familiar with creating a report for your NAEP sampled grade of students. This **Submit the Current Roster** activity should be completed in early January.
- ☐ Enter in your Schools' Student Data Specialist's First name, Last name and Email address to provide him/her with MyNAEP restricted-use site access and information about performing this task. Share the "How to Get a List of NAEP Students From the AIM System and Export it Directly into an Excel Spreadsheet" attachment with your Student Data Specialist.
- ☐ **Answer Excel and data specification questions** (e.g., does your student data file contain column headers? What was the date the list was prepared on: (mm/dd/yyyy)?), then **upload your file**.
- ☐ **Answer data and column mapping questions** (e.g., how was your **date of birth** column formatted?)
- ☐ When you have finished identifying all of the columns on your list, select **Save and Continue**.
- ☐ **Review** your screen upload and mapping for accuracy. If student revisions are necessary, select the **pencil icon** on the far left side of the table and edit.
- ☐ When you are finished, select **All Information is Correct**.

Please know that we are here to provide assistance and answer questions.

Sincerely,

Ashley McGrath | NAEP State Coordinator | Measurement and Accountability Division | Montana Office of Public Instruction | amcgrath@mt.gov | PH 406.444.3450 | PO Box 202501 | Helena, MT 59620-2501

«Ac_Fname» «Ac_Lname» | NAEP Field Representative | «AC_Email»

NAEP Help Desk | naephelp@westat.com | 1-800-283-6237 | **Live Chat** | staffed Monday - Friday between 6:00 a.m. to 3:30 p.m MST.